

Governor's Office of Homeland Security



FY07 Public Safety Interoperable Communications Grant Program

California Supplement Federal Program Guidance and Application Kit

October 1, 2007

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A MESSAGE FROM DIRECTOR BETTENHAUSEN

I am pleased to provide you with the 2007 California Supplemental Grant Guidance for Public Safety and Interoperable Communications (PSIC). While California has been utilizing federal homeland security grants to prevent, prepare for, respond to, and recover from natural disasters and acts of terrorism for many years, the PSIC grant program is of particular importance. Through the following guidance and methodology, the Office of Homeland Security (OHS) hopes to address interoperable communications needs in all areas of the state, particularly those areas most at risk.

It is well understood that due to the size, terrain, and unique concerns of California, "solving" interoperability for the state will entail a relatively long process and demand a great number of resources. This process will require interagency collaboration and cross-discipline coordination to ensure the needs of first responder's are met. In effectively using California's portion of PSIC Grant funds, we can continue to bolster regional systems and foster collaboration to further the state's "System of Systems" approach to providing state and local first responders fully-interoperable communications throughout California.

For further questions or concerns regarding PSIC grant funds, please contact our Grants Division staff whose information is found within this guidance and on our website at www.homeland.ca.gov. Also, OHS will provide workshops for eligible subgrantees, and will have representation at the California Statewide Interoperability Executive Committee (CalSIEC) Planning Area meetings.

To date, we have all made significant progress in implementing programs to protect our state from those who seek to harm us. I look forward to continuing to work with all of you to meet our shared goal of ensuring the safety of California's 37 million residents.

Sincerely,

Matthew Bettenhausen

Section 1 - Overview

Federal Program Guidance and Updates

The U.S. Department of Commerce (US DOC), National Telecommunications and Information Administration (US NTIA) and the US Department of Homeland Security (US DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD) published the Public Safety Interoperable Communications Grant Program (PSIC), *Program Guidance and Application Kit*, revised August 16, 2007.

The revised federal PSIC *Guidance and Application Kit* may be obtained at: http://www.ntia.doc.gov/psic/PSICguidance_081607.pdf

Information Bulletins

The US DHS also issues information bulletins which provide grant updates, information, clarification, and requirements throughout the life of the grant.

Information Bulletins:
<http://www.ojp.usdoj.gov/odp/docs/bulletins.htm>

Purpose of the California Supplement

The *California Supplement* to the Federal Program Guidance is intended to complement, rather than replace, the Guidance published by the United States Department of Commerce (US DOC) and Homeland Security's (US DHS), National Preparedness Directorate. The *Supplement* will include additional California policies and requirements applicable to FY 07 PSIC.

Methodology- Local Awards

The California Statewide Interoperability Executive Committee (CALSIEC) has been delegated the responsibility of establishing technical and operational policies for all current State Mutual Aid Radio frequencies now administered by the Governor's Office of Emergency Services (OES), the new 700 MHz band, and any other spectrum recognized as being allocated for interoperability use by the FCC or the public safety community in California. This executive committee has arisen as a forum for nearly all issues regarding interoperable communications and local public safety organizations.

For governance and regional interoperable communications planning purposes, CALSIEC has divided the state into four different Planning Areas (PA) as described by member OA's below. Due to its role in statewide interoperable communications, the total amount available to locals (\$75,227,608) of California's entire PSIC award (\$94,034,510) has been allocated based on risk to each of the four planning areas. **An OA is only eligible for funds allocated to the PA it is a member of.** (See PA breakdown below.)

For more information regarding CALSIEC and the PAs please visit: <http://www.calsiec.org>

Planning Area Allocations

Total Award: \$75,227,608	
<u>Planning Area</u>	<u>Allocation</u>
Northern	\$2,444,897.26
Central	\$5,431,433.30
Capitol-Bay	\$22,793,965.22
Southern	\$44,557,312.22

**UASI \ SUASI
Minimum
Awards**

In the spirit of the risk requirement and TIER I UASI minimum funding levels found in the federal *PSIC Guidance and Application Kit*, minimum allocations will be made to the following recognized UASI jurisdictions for the FY07 PSIC: Bay Area SUASI, Sacramento, Fresno, Los Angeles/Long Beach, San Diego, and Anaheim/Orange. **These minimum allocations will be made out of each UASI's corresponding PA total.** Please see PA breakdown below to determine each UASI jurisdiction's corresponding PA.

<u>UASI</u>	<u>Minimum</u>
Bay Area SUASI	\$14,943,723.60
Sacramento	\$3,845,341.93
Fresno	\$1,833,651.88
LA/LB	\$22,278,788.00
San Diego	\$6,532,101.97
Anaheim/Orange	\$6,189,010.67

**Eligible
Subgrantees/
Investment
Justifications-
(Local Awards)**

For the FY07 PSIC, OHS will be submitting a total of eight Investment Justifications (IJ) on behalf of California, accounting for the state's entire award. Seven of these IJs will be comprised of projects proposals made by local public safety organizations, with the application of each eligible subgrantee comprising an IJ. **The eligible subgrantees for the FY07 PSIC local awards are the six recognized UASI jurisdictions described above and the Shasta County Operational Area. However, Operational Areas (OA) not covered by a UASI jurisdiction or Shasta County are still eligible for PSIC funding.** The IJs submitted by each eligible subgrantee must collectively account for all of the funding allocated its representative PA.

**Local Approval
Authority**

Any OA that is awarded funds, but is not covered by a recognized UASI or Shasta County, will be assigned an eligible subgrantee within its PA to be its representative subgrantee. An OA in this situation will include its projects within its representative subgrantee's IJ and the representative subgrantee will be responsible for any additional administrative requirements this may create. The assignment to eligible subgrantees will be determined by each PA during the approval process. It is suggested that eligible subgrantees enter into MOUs with assigned OAs to avoid liability for additional match requirements created by the assignment.

See **Planning Area Breakdown By Operational Area** below to determine eligible subgrantees' PA.

Each IJ must be approved by its corresponding PA. It is within the PA's discretion as to how approval will be done, documented, and IJs will be developed. In the case of any disputes or if the PA cannot come to approval by fourteen days prior to the IJ being due to OHS, the CALSIEC executive body will provide a resolution.

**Guidelines for
Approval -
Local
Allocations**

The following are suggested preferences in selecting projects to be funded:

- P-25-based, mission-critical voice systems serving first responders (EMS, Fire, Law)
- Innovative technologies, such as data and CAD-to-CAD solutions
- Identified gaps in tactical interoperability (and proposed solutions)
- Proposed solutions that bolster the state's "system of systems" concept and strengthen roaming between systems within the region and with corresponding regions.

The following are requirements for IJ approval:

- All funded solutions identify how they improve interoperability within the region according to the SAFECOM Continuum.
- Proposed solutions must identify how state public safety systems will be able to interact with the regional system.
- All agencies within each IJ must have a signed letter from their chief executive acknowledging participation. (Note: this requirement can be met for all agencies participating within an MOU by a letter from the MOU authority body. Such a letter must accompany a listing of MOU participants)
- If proposing a project within a jurisdiction already covered by a regional system, it must be demonstrated how the project will tie into the regional system.

**Planning Area
Breakdown by
Operational
Area and UASI**

Northern PA: Butte; Colusa; Del Norte; Glenn; Humboldt; Lake; Lassen; Mendocino; Modoc; Nevada; Plumas; Shasta; Sierra; Siskiyou; Sutter; Tehama; Trinity; Yuba

- Subgrantee Representative: **Shasta County**

Central PA: Fresno; Kern; Kings; Madera; Mariposa; Merced; Tulare

- Subgrantee Representative: **Fresno UASI**

Capitol-Bay PA: Alameda; Alpine; Amador; Calaveras; Contra Costa; El Dorado; Marin; Monterey; Napa; Placer; Sacramento; San Benito; San Francisco; San Joaquin; San Mateo; Santa Cruz; Santa Clara; Solano; Sonoma; Stanislaus; Tuolumne; Yolo

- Subgrantee Representatives: **Bay Area SUASI; Sacramento**

Southern PA: Imperial; Inyo; Los Angeles; Mono; Orange; Riverside; San Bernardino; San Diego; San Luis Obispo; Santa Barbara; Ventura

- Subgrantee Representatives: **Anaheim/Orange SUASI; Los Angeles/Long Beach SUASI; San Diego UASI**

**Methodology-
State Awards**

For the state's portion of PSIC funding, OHS will be submitting one IJ on behalf of all state agency projects. The state's IJ must be approved by the Public Safety Radio Strategic Planning Committee before it will be submitted. OHS will accept funding concepts to be presented to the PSRSPC for approval to be developed into the State's IJ. All state agencies are eligible to be a subgrantee.

**State Agency
Allocation**

Total Award: \$18,806,902

<u>Use</u>	<u>Allocation</u>
Statewide Planning	\$0
Management and Administration	\$2,821,035.30
State Projects	\$15,985,866.70
Communication Unit Leader Training	TBD

Note: As required by the federal *PSIC Guidance and Application Kit* three percent (3%) of the total award has been taken out of the state's share for management and administration. The remaining amount dedicated to State Projects is still subject to an amount to be determined to provide Communication Unit Leader Training Statewide. Once this amount is determined it will be taken from the allocation to State Projects.

**Guidelines for
Approval**

The selection of state projects are subject to the same suggested preferences as put forth for local projects. Additionally, it is suggested that, where possible, state agencies look to fulfill critical operability needs as defined in the PSRSPC 2007 Report to the Legislature.

**Strategic
Technology
Reserve
Requirement**

HR-1 legislation requires California to use \$7,282,835 for strategic reserve technologies (deployable communication devices). However, California will opt out of this requirement as existing state and local assets already demonstrate this requirement and other potential projects present a higher priority.

**Tribal
Governments**

NOTE: All subgrantees are encouraged to coordinate with Tribal governments to ensure that tribal needs are considered in the subgrantees' applications.

**Public and
Private
Organizations**

NOTE: Subgrantees may contract with any other public or private organizations to perform eligible activities on approved projects.

**Management
and
Administrative
Costs**

The subgrantee Management and Administrative (M&A) allowance is a maximum of three percent (3%) of the subgrant award on all FY 07 PSIC programs.

**Match
requirement**

There is a twenty percent (20%) match requirement. Please refer to federal guidance to confirm conditions of the match requirements.

State Contact Information All subgrantee submittals, related questions, comments and correspondence should be directed to the address below.

Governor's Office of Homeland Security
ATTN: Grants Management Division
State Capitol
Sacramento, CA 95814-4900
(916) 324-8908
(916) 324-5902 Fax

OHS Regional Representatives may be located on the regional map at:
<http://www.homeland.ca.gov/grants.html>

**Important
Note:**

HAND DELIVERED SUBMITTALS WILL NOT BE ACCEPTED

OHS website **Governor's Office of Homeland Security Website**
<http://www.homeland.ca.gov/>

**Access to
Secure portal** **Office for Domestic Preparedness Secure Portal**
<https://odp.esportals.com/index.cfm>

To obtain access to the ODP Secure Portal please contact **BJ Bjornson**,
Secure Portal Administrator, Office of Homeland Security, Training and
Exercise Program (T&E).
Bj.bjornson@ohs.ca.gov Phone (916) 826-4488

**Grants
Reporting Tool** **Office for Domestic Preparedness, Grant Reporting Tool (GRT)**
<https://www.reporting.odp.dhs.gov>

Grant Guidance and Required Documents	<p>National Telecommunications and Information Administration</p> <p>The federal PSIC <i>Guidance and Application Kit</i> may be obtained at: http://www.ntia.doc.gov/psic/PSICguidance_081607.pdf</p>
US NTIA	<p>PSIC grant program information may be obtained at: http://www.ntia.doc.gov/psic/</p> <p>PSIC applicant information may be obtained at: http://www.ntia.doc.gov/psic/applicant.html</p> <p>The PSIC Investment Justification (IJ) template may be obtained: http://www.ntia.doc.gov/psic/PSIC%20IJ_FINAL.XLS</p> <p>PSIC Frequently asked Questions: http://www.ntia.doc.gov/psic/PSICFAQ.pdf</p>
US DHS	<p>United State Department of Homeland Security (US DHS)</p> <p>US DHS – Federal Emergency Management Administration (FEMA) PSIC grant program information maybe obtained at: http://www.ojp.usdoj.gov/odp/grants_programs.htm#fy2007psic</p>
Information Bulletins	<p>The US DHS also issues information bulletins which provide grant updates, information, clarification, and requirements throughout the life of the grant. As of the date of publication specific information bulletins released include;</p> <p>Information Bulletin # 248 – March 20, 2007 Public Safety Interoperable Communications (PSIC) Grant Program - PDF (Attachment: Public Safety Interoperable Communications Grant Program Frequently Asked Questions)</p> <p>Information Bulletin # 258 – July 17, 2007 Public Safety Interoperable Communications (PSIC) Grant Program Allocation Announcement - PDF (Attachment: PSIC Program Guidance and Application Kit)</p> <p>Information Bulletin # 262 – August 20, 2007 Public Safety Interoperable Communications (PSIC) Grant Program - Program Changes based on the Improving Emergency Communications Act of 2007, Public Law No. 110-53; Grant Guidance Clarification - PDF</p> <p>Information Bulletin # 263 – September 7, 2007 Public Safety Interoperable Communications (PSIC) Grant Program – Investment Justification Reference Guide and Investment Justification Template - PDF (Attachment: Public Safety Interoperable Communications Grant Program Investment Justification Reference Guide (.pdf) Investment Justification Template (.xls))</p>

Section 2 - Subgrant Timelines

FY 07 PSIC Subgrantee Timeline

US DHS announcement of FY 07 PSIC grant program	July 17, 2007
US DHS issues revised FY 07 PSIC program guidance	August 20, 2007
State Administrative Agency (SAA) application submittal via Grants.Gov	August 22, 2007
US DHS issues Investment Justification (IJ) reference guide and template	September 7, 2007
State Interoperable Communications Plan (SCIP) submitted via secure portal	September 30, 2007
US DHS FY 07 PSIC Investment Justification Workshop, Los Angeles	October 1, 2007
Governor's Office of Homeland Security (OHS) FY 07 PSIC California Supplement grant guidance release	October 1, 2007
US DHS grant project period begins	October 1, 2007
OHS subgrantee application workshop - Sacramento	October 9, 2007
OHS subgrantee application workshop – Santa Ana	October 11, 2007
Subgrantee Investment Justifications (IJ) and subgrantee applications due to OHS via secure portal	November 23, 2007
Investment Justifications submitted by OHS via secure portal	December 3, 2007
Subgrantee performance period begins	February 14, 2008*
Subgrant progress Milestones	Per award letter
Subgrantee performance period ends	June 30, 2010
SAA Performance Period Ends	September 30, 2010
Final requests for reimbursement due	October 14, 2010

* Date approximate depending on US DHS project approval date

Section 3 – Key Changes and State Initiatives

**Key Changes and
State Initiatives**

Left Blank Intentionally

Section 4- Subgrant Applications

Required Subgrant Application Components

A completed application will include all of the following components:

Federal Investment Justification

- **Completed Federal Investment Justification Template**

The federal investment justification template can be downloaded at:
http://www.ojp.usdoj.gov/odp/docs/info263_PSIC_IJ.xls

State Required Subgrant Application Components

- **Completed OHS Financial Management Forms Workbook V 1.07**
- All required documents must be signed and submitted electronically via email on the ODP Secure Portal. Original signature pages must be mailed within 10 days of posting on the ODP Secure Portal.

Application Cover Sheet

Grant Management Roster

Project Ledger

Project Description

Project – A thru T

- Investment Justification – Goals and Objectives
- Project Description
- Need for Project
- Status of Project

Equipment Inventory Ledger

Training Roster

Exercise Roster

Authorized Agent form with appropriate signatures

- **Fully Executed Governing Body Resolution - OA and UASI \ SUASI**
or
- **Fully Executed Signature Authority - State Agency**

The **Financial Management Forms Workbook V 1.07** can be found at
<http://www.homeland.ca.gov/grants.html>

IMPORTANT NOTE:

NOTE: Subgrant awards will not be made until all required application components have been approved by the state.

Regional Approach

Subgrantees must take a regional approach when determining the best use of FY 07 PSIC funds. Subgrantees must consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY 07 PSIC application.

Subgrant Application Submission	<p>Completed financial management forms workbooks <u>including signed pages must submitted electronically to the ODP secure portal.</u></p> <p>In addition to the require electronic submission by the due date, application components requiring original signature are due to OHS no later than 10 days after the submittal of the application package on the secure portal.</p> <p>Additional information will be requested or accepted from subgrantees at the sole discretion of the Governor’s Office of Homeland Security (OHS). Applications lost in transit are the responsibility of the applicant and will not be considered for funding.</p> <p>The mailing address for all applications is:</p> <p>Governor’s Office of Homeland Security ATTN: Grant Management Section State Capitol Sacramento, CA 95814</p> <p>ODP Secure Portal</p> <p>https://odp.esportals.com/index.cfm</p>
Governing Body Resolution	<p>The <i>Governing Body Resolution</i> appoints agents authorized to execute any actions necessary for each application and subgrant.</p> <p>NOTE: All applicants will be required to submit a new Governing Body Resolution with their FY 07 PSIC application and any subsequent PSIC applications. A sample Resolution can be found in Appendix A- Forms.</p>
Grant Assurances	<p>The <i>Grant Assurances</i> form lists the requirements to which the subgrantees will be held accountable. These assurances are consistent with the special conditions issued with the federal grant award to the SAA. The grant assurances will be issued by OHS after the federal grant award is received and the federal special conditions are incorporated. Grant assurances are issued in PDF format to ensure accuracy. Only the PDF form issued by OHS will be accepted.</p> <p>Signed assurances will be submitted by the subgrantee on the secure portal and the original document with wet signatures will be mailed to OHS at the address above within 10 days of submission on the secure portal.</p>
Important note:	<p>Requests for reimbursement will not be honored until the grant assurances have been received by OHS via US mail.</p>

Section 5- Post Award Requirements

Post Award Modifications

Post-award budget, scope and time modifications must be requested using the **OHS Financial Management Forms Workbook V 1.07**, by the subgrantee's Authorized Agent, and submitted to the subgrantees Program Representative in the Grant Administration Unit at the Governor's Office of Homeland Security. Upon approval, the subgrantee will be instructed to make the required changes in the Office for Domestic Preparedness (ODP), Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov> . The subgrantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from the state.

NOTE: Modifications can be requested once per quarter during the grant performance period. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Subgrantee Performance Reports

Subgrantees must prepare and submit performance reports to the state for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Subgrantees must complete a Biannual Strategy Implementation Report (BSIR) using the Office for Domestic Preparedness (ODP), Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov> , and will also be required to submit additional information and data requested by the state.

Subgrantees who miss a single reporting deadline will receive a letter addressed to their Board of Supervisors informing them of the failure to report. Subgrantees who fail to report twice in a row will have subsequent awards reduced by ten percent (10%) until timely reporting is reestablished.

Monitoring Subgrantee Performance	<p>The state is currently conducting a program of subgrantee monitoring. The monitoring will be conducted on the subgrantees' administrative, programmatic and fiscal management of the grant(s).</p> <p>These reviews may include, but are not limited to:</p> <ul style="list-style-type: none"> • Eligibility of expenditures. • Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any. • Ensuring that advances have been disbursed in accordance with applicable guidelines. • Confirming compliance with: <ul style="list-style-type: none"> – Grant Assurances. – Information provided on performance reports and payment requests. – Needs and threat assessments and strategies.
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Important note: **It is the responsibility of all subgrantees to monitor and audit the grant activities of their subrecipients. This requirement includes, but is not limited, to onsite verification of grant activities as required.**

Suspension or Termination	<p>The state may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:</p> <ul style="list-style-type: none"> • Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances. • Failing to comply with the requirements or statutory objectives of federal or state law. • Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application. • Failing to follow grant agreement requirements or special conditions. • Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding. • Failing to submit required reports. • Filing a false certification in the application or other report or document. • Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.
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Before taking action, the state will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout

The state will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; and,
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- Is owed additional funds, the state will send the final payment automatically to the subgrantee.
- Did not use all funds received, the state will issue an Invoice or Grant Modification letter to recover unused funds.

In the **Grant Closeout letter**, the state will notify the subgrantee of the start of the record retention period for all programmatic and financial grant-related records.

NOTE: Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.

Payment Request Process

To request reimbursement payment of FY 07 PSIC funds, complete a payment request form using the OHS Financial Management Forms Workbook and return it to the appropriate Program Representative in the Grant Administration Unit at the Governor's Office of Homeland Security.

OHS Financial Management Forms Workbook V 1.07

<http://www.homeland.ca.gov/grants.html>

NOTE: Payments can only be made if the subgrantee has an approved application, valid Governing Body Resolution and valid Grant Assurances form.

Section 6 – Appendices

1.) Governing Body Resolution – OA and UASI \ SUASI

2.) Signature Authority – State Agency

Governing Body Resolution
(For Operational Areas and Urban Areas)

BE IT RESOLVED BY THE _____
(Governing Body)

OF THE _____ *THAT*
(Name of Applicant)

_____, *OR*
(Name or Title of Authorized Agent)

_____, *OR*
(Name or Title of Authorized Agent)

_____,
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California.

Passed and approved this _____ day of _____, 20____

Certification

I, _____, duly appointed and
(Name)

_____ of the _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

the _____ of the _____ on the
(Governing body) (Name of Applicant)

_____ day of _____, 20_____.

(Official Position)

(Signature)

(Date)

Instruction Sheet for the Governing Body Resolution

Purpose The purpose of the Governing Body Resolution is to appoint individuals to act behalf of the governing body and the applicant.

Authorized Agent(s) The Governing Body Resolution allows for the appointment of individuals or positions. For each person or position appointed by the governing body, submit the following information, with the resolution, to the state on the applicant's letterhead:

- | | |
|--|---|
| <input type="checkbox"/> Jurisdiction | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Grant Program | <input type="checkbox"/> Fax # |
| <input type="checkbox"/> Name | <input type="checkbox"/> Cell Phone # |
| <input type="checkbox"/> Title | <input type="checkbox"/> E-Mail Address |
| <input type="checkbox"/> Address | |
| <input type="checkbox"/> City | |
| <input type="checkbox"/> Zip Code | |
-

Authorized Agent Changes

- If the Governing Body Resolution identifies Authorized Agents by position and/or title, changes can be made by submitting new Authorized Agent information to the state.
- If the Governing Body Resolution identifies Authorized Agents by name, a new Resolution is needed when any changes are made. The information list above must also be submitted with the new Resolution.

Signature Authority

(For State Organizations)

AS THE _____
(Secretary/Director / President / Chancellor)

OF THE _____
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the Governor's Office of Homeland Security.

_____, *OR*
(Name or Title of Authorized Agent)

_____, *OR*
(Name or Title of Authorized Agent)

_____,
(Name or Title of Authorized Agent)

Signed and approved this _____ day of _____, 20____